

Champaign West Rotary (CWR) ClubRunner Instructions

The CWR website is located at

www.cwrotary.org.

Becoming familiar with the site can greatly enhance your Rotary experience.

To Log In:

Click on the “Log In” link in the upper right-hand corner. When you initially log in, your password will be the first initial of your given name and your full surname. Your user name is your password with “4571” added.

For example, Bob Smith’s would be:

User name: bsmith4571

Password: bsmith

Once logged in you will be sent to the Admin page where you will be able to change your password. You can also use the Help function (far right of task bar) on this page to access On Demand Demos that cover most topics you would have questions about or even schedule a free Webinar Training to learn more about the site (run by a company called ClubRunner).

You can switch between the Admin and Home pages by clicking on the top right. Below are some key functions found on each of these pages.

Home Page

Left column- upcoming club events and calendar, club information including where to make up, current directors and officers

Center column- stories and photos of club activities

Right column- speakers, Rotary International RSS (current information)

Admin Page

My ClubRunner

Most self-explanatory but note-

Important to use the “Upload My Photo” function to populate the photo directory as this will help others get to know you.

Similarly you can use “View Club Photo Directory” to put names with faces.

“View Club Directory” lists club member contact information.

“Email Message Center” can be used to contact other club members. After clicking here, on the next screen use “Compose New” on the right and then on the next screen click on “Active and Honorary Members” to open up a list of all members that you can select from. Do not just check the “Active and Honorary Members” box unless you want the e-mail to go to all members.

“My Attendance” will give you current information on your attendance including reported make-ups.